



CITY OF LONG BEACH
DEPARTMENT OF LIBRARY SERVICES
EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE INTERN, NON-CAREER
LEARNING GUIDE
\$12.53 per hour

THE POSITION:

The Department of Library Services is seeking interested candidates to apply for the position of Administrative Intern (Learning Guide) for the Family Learning Centers (FLC) Program. Under the direction of a supervising Librarian, Learning Guides contribute to making the library a welcoming environment while providing educational enrichment. Non-career employees are limited to 1,600 work hours per service year and are not guaranteed a minimum number of work hours. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits.

EXAMPLES OF DUTIES:

- Assist students with homework assignments and improving educational skills;
- Assist patrons with job search skills and resume preparation;
- Respond to general library inquiries regarding resources and services;
- Assist patrons with the use of public computers and devices;
- Assist with preparation and maintenance of program paperwork, data entry and preparation of monthly reports and statistics, as required;
- Maintain discipline and good behavior in the library, particularly within the FLC;
- Prepare for, assist with, and attend mandatory training sessions for Learning Guides as scheduled;
- Filing, sorting and shelving books and other library materials in the FLC;
- Performs other duties as assigned.

APPLICATION PROCESS:

Apply for this opportunity at:
www.governmentjobs.com/careers/longbeach

This recruitment will close at **4:00 PM (Pacific Time) on Friday, September 2, 2016.**

The most qualified candidates will be invited to participate in further selection procedures. Incomplete applications or those that do not meet the minimum qualifications will not be considered.

MINIMUM REQUIREMENTS:

- Graduation from high school;
- Experience, paid or voluntary, tutoring Kindergarten through Grade 12;
- Valid California Driver's License.

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Organization skills, meticulous with details, and ability to complete paperwork accurately and consistently;
- Knowledge of Kindergarten through Grade 12 curriculum in the Long Beach Unified School District;
- Strong writing, math, reading, and science skills;
- Strong computer skills (Internet, MS Office, databases) and the ability to learn library related technology;
- Ability to exercise professionalism by combining tact, patience, and a personable demeanor.

DESIRED QUALIFICATIONS:

- Bilingual ability in English/Spanish

***AN EQUAL OPPORTUNITY EMPLOYER,
THE DEPARTMENT OF LIBRARY
SERVICES VALUES AND ENCOURAGES
DIVERSITY IN ITS WORKFORCE.***

If you require an accommodation because of a disability to participate in any phase of the selection process or require an alternate format, please call (562) 570-6110. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.